



**DEPARTMENT OF THE ARMY**  
**(411<sup>th</sup> BASE SUPPORT BATTALION**  
**UNIT 29245APO AE 09102)** (use your units letter head)

AEUSG-HD-PW-ENV (220-1a)

MEMORANDUM FOR USAG Heidelberg, DPW, ATTN: Environmental Division

SUBJECT: Duty Appointment

1. Effective (*enter Date*), the below listed personnel have received appropriate training and are assigned as:

Environmental Compliance Officer (ECO) [Formerly Unit Environmental Coordinator (UEC)] for (*enter Unit, Installation and Building Number*)

Primary:        (*enter Name*)  
                    DSN: (*enter phone*)  
                    Fax: (*enter fax*)  
                    E-Mail: (*enter e-mail address*)  
                    Mailing Address: (*enter APO Address*)

Alternate:      (*enter Name*)  
                    DSN: (*enter phone*)  
                    Fax: (*enter fax*)  
                    E-Mail: (*enter e-mail address*)  
                    Mailing Address: (*enter APO Address*)

2. Authority: AR 200-1, USAREUR REG 200-1 and 411<sup>th</sup> BSB Community Spill Prevention Plan.
3. Purpose: To assist the Unit Commander in meeting the environmental requirements of the assigned unit; including, but not limited to the implementation of the unit's programs for Solid Waste Management, Energy Conservation, Pollution Prevention, Hazardous Materials and Hazardous Waste Management and implementation of the BSB's Environmental Management System (EMS). The ECO will be the point of contact within the assigned unit for environmental concerns and will distribute information and knowledge to all personnel within the unit concerning environmental issues.
4. Period: Until officially relieved or released from appointment.

(*enter Commander's Name*)  
(*enter Rank*)  
(*enter Unit*)  
(*enter Contact Information – Phone and E-Mail*)